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## Hiring Research Assistants Policy

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<b>Policy Sponsor:</b>	Provost and Vice-President, Academic
<b>Policy Contact:</b>	Manager, Research Services
<b>Policy Number:</b>	020 005
<b>Effective Date:</b>	December 14, 2015
<b>Approval Group:</b>	Executive Group
<b>Approval Date:</b>	December 14, 2015
<b>Review Date:</b>	Annually
<b>Procedure:</b>	<a href="#">Hiring Research Assistants Procedures</a>

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### **Purpose**

To provide direction for the recruitment and the hiring of Research Assistants.

### **Definitions**

<b>Principal Investigator</b>	A researcher who holds a grant, award and/or other funding and who is also responsible for the intellectual leadership, conduct and financial management of a Research project.
<b>Research</b>	An undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation.
<b>Research Assistant</b>	An individual hired on a temporary basis for the purpose of assisting in academic Research. A Research Assistant reports to the Principal Investigator but is not directly responsible for the outcome of the Research.



## **Policy Statements**

Athabasca University is committed to the fair, equitable and respectful treatment of Research Assistants.

The recruitment, hiring and supervision of a Research Assistant shall be the responsibility of the Principal Investigator.

The Principal Investigator (or designate) is responsible for implementing appropriate measures to protect the health and safety of the Research Assistant and for providing relevant training on the proper use of equipment and materials.

Funding for salaries/benefits and other related costs shall be derived from the Principal Investigator's internal and/or external Research grant(s), award(s) and/or other sources of funding and must be in place prior to hiring a Research Assistant.

Remuneration shall be consistent with the experience and duties expected of the Research Assistant.

Human Resources is responsible for specifying benefits to be provided to the Research Assistant and any applicable deductions, such as Income Tax, Employment Insurance, Canada Pension Plan and Union/Association dues.

Research Assistants are responsible for adhering to relevant Athabasca University policies and procedures.

The Principal Investigator shall acknowledge the contributions of the Research Assistant in a manner consistent with their contributions to the Research and with the authorship policies of relevant publications.

If an agreement exists that a student may use a portion of the Research in fulfilling an academic requirement, the agreement must be specified in writing prior to commencement of the related Research Assistant duties. The agreement should identify the portion of the Research that belongs to the student and outline any agreed-upon criteria for shared authorship. Research contributing to a student's academic program shall not be subject to restrictions imposed by an external Research sponsor, including restrictions that may delay the student's academic progress.

## **Applicable Legislation and Regulations**

Collective Agreement Between the Governors of Athabasca University and the Alberta Union of Provincial Employees on behalf of Local 69

Collective Agreement Between the Governors of Athabasca University and Athabasca University Graduate Students' Association (AUGSA)



Terms and Conditions of Agreement Between the Governors of Athabasca University and Athabasca University Faculty Association (AUFA)

**Related References, Policies, Procedures and Forms**

[Hiring Research Assistants Procedures](#)

[Code of Conduct for Members of the University Community](#)

[Occupational Health and Safety Policy](#)

[Research Institutes Policy](#) and related [Procedures](#)

[Research Policies and related Procedures](#)

[Research Centre](#)

**History**

Executive Group, December 14, 2015 (approved)